



A Mobilization Information and Resources Guide

SECTION I

POLICY DOCUMENTS

Presidential Documents

Presidential Proclamation 7463 of September 14, 2001

Declaration of National Emergency by Reason of Certain Terrorist Attacks

Executive Order 13223 of September 14, 2001

Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation

Executive Order 13253 of January 16, 2002

Amendment to Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Authorities to the Secretary of Defense and the Secretary of Transportation

Executive Order 13239 of December 12, 2001

Designation of Afghanistan and the Airspace Above as a Combat Zone

Executive Order 13289 of March 12, 2003

Establishing the Global War on Terrorism Medals

Executive Order 13293 of March 28, 2003

Establishing rules for the award of the National Defense Service Medal to Reserve Component Members

Leave for Federal Civilian Employees

Authorizes 5 days of leave of uncharged leave for returning activated military personnel

<u>Secretary of Defense/Deputy Secretary of Defense</u>

September 14, 2001

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12302, and 12305

September 15, 2001 — Authorities related to the Ready Reserve of the Coast Guard

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 14, United States Code, Section 331, 359, and 367

September 19, 2001 — Suspended restrictions on E-8 and E-9 grade ceilings

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012

September 28, 2001 — Increased Air Force Ceiling

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012

October 8, 2001

Suspension of Requirement of Statutory Requirement for Personnel Tempo (PERSTEMPO) Management

October 13, 2001 — Increased Army, Navy and Air Force Ceilings

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012

November 9, 2001 — Increased Air Force Ceiling

Partial Mobilization (World Trade Center and Pentagon Attacks) and Redelegation of Authority Under Title 10, United States Code, Section 123, 123a, 527, 12006, 12305, 12011, and 12012

PERSONNEL POLICY

Under Secretary of Defense (Personnel & Readiness)

Personnel and Pay Policy Guidance memo of September 20, 2001

Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks

Personnel and Pay Policy Guidance Revision memo of October 30, 2001

Change – Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks

Personnel and Pay Policy Addendum memo of July 19, 2002

Provides additional guidance for proactively managing Reserve Component Members identified for mobilization and demobilization

<u>Assistant Secretary of Defense (Reserve Affairs)</u>

USERRA Limit Exemption memo of September 20, 2001

Reemployment Protections for Activated Reserve Component Members

Employer Database memo of November 6, 2001

Capturing Data on Employers of Guard and Reserve Members

Family Healthcare memo of November 7, 2001

TRICARE Reserve Family Demonstration Project

Transition Healthcare Benefit Notification Letter of July 18, 2002

Provides information about recent expansion of transitional healthcare benefits for RC members who served in support of a contingency operation and their eligible family members

Office of Personnel Management

OPM Compensation Policy Memorandum of September 14, 2001

Rights and Benefits of Reservists Called to Active Duty

<u>Attachment 1</u> (Updated June 2003)

Attachment 2

Department of Veterans Affairs

VA Federal Civilian Employees — Information Guide for Their Mobilized Reservists

Miscellaneous Policy Documents

Awards/Medals

Armed Forces Reserve Medal

• <u>Armed Forces Reserve Medal</u> — Frequently Asked Questions (FAQ)

National Defense Service Medal — New eligibility rules for Guard and Reserve members

Global War on Terrorism Medals — Two new medals

- Executive Order
- News release DoD
- News release AF
- Global War on Terrorism Service Medal
- Global War on Terrorism Expeditionary Medal

Employer Information — <u>Register Your Employer</u>: Guard and Reserve Employer Data

Key Employees — Screening the Ready Reserve

- **DoD Directive 1200.7** Screening the Ready Reserve
- Mobilization Delays and Exemptions

<u>Military Personnel Record Request</u> — for Military Veterans from the National Military Personnel Record Center

Personnel policy — Frequently Asked Questions (FAQ)

Volunteer Strategy

Volunteers

- Military Status with or without pay
- Civic and Private Organization

PAY & BENEFITS

PAY AND ALLOWANCES

Pay and Benefits

- Basic pay
- Special and Incentive Pays
- Medical and Dental Care
- Commissary, Exchange, MWR
- Life Insurance
- Leave
- Reemployment Rights

<u>Military Compensation</u> — Pay and Allowances, Retirement, Benefits, Tax Advantage, SBP, and TSP

Pay Table — including BAS and Special and Incentive Pays

Allowances:

- BAH / BAH II
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Dislocation Allowance

Federal Employees' Group Life Insurance and Service in a Combat Zone

Free Mail

Military Leave for Federal Civilian Employees

NEW — Effective November 24, 2003, all employees who have been activated in support of the national emergency declared by the President are entitled to the 22 days of military leave under 5 U.S.C. 6323(b).

- Military Leave FAQ
- Leave for Returning Federal Civilian Employees

SGLI for Service Members and Families

- Life Insurance Programs
- SGLI
- SGLI Family Coverage
- SGLI Handbook

Tax Information

- Tax Filing Delay—Armed Force Tax Guide...IRS Publication 3
- <u>Tax Exclusion</u> for Combat Zone Service
- Tax Consequences on Per Diem
 - → Issue Paper
 - **→** Letter from the Department of Treasury
 - → IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses
 - → Section 134 of title 26, United States Code—The Internal Revenue Code

Thrift Savings Plan — Military Participation in TSP

- TSP Benefits Booklet
- TSP Election Form
- TSP for Uniformed Services Frequently Asked Questions (FAQ)

VA Benefits for Guard and Reserve Members

VA Benefits for Surviving Spouse

HEALTHCARE & MEDICAL READINESS

HEALTHCARE BENEFITS/TRICARE

DEERS Enrollment — the key to healthcare access

• DEERS enrollment — FAQ

<u>TRICARE Prime and TRICARE Prime Remote</u> — <u>NEW Eligibility Rules</u> for Families of Guard and Reserve Members

News release on TRICARE Prime and TRICARE Prime Remote for RC Families

TRICARE — Everything you would like to know

TRICARE — The latest information about TRICARE

TRICARE Handbook

TRICARE Benefits

- TRICARE Standard
- TRICARE Extra
- TRICARE Prime
- TRICARE Prime Remote (TPR)
 - **→** TPR for National Guard and Reserve members on active duty
 - → TPR for <u>families of National Guard and Reserve members</u> on active duty
 - **→ TPR Eligibility**

Temporary Reserve TRICARE Benefits

• Summary of Temporary Benefits

RC Medical Benefits at a Glance

RC Medical Benefits Brochure

TRICARE Demonstration Projects: For families of reservists called to duty as a result of the September 11th terrorist attacks

- **→** Approval memorandum
- **→** Family demonstration project <u>Fact Sheet</u>

Medical benefits – Frequently Asked Questions (FAQ)

- TRICARE General Information FAQ
- TRICARE Extra and Standard FAQ
- TRICARE Prime FAQ
- TRICARE Prime Remote FAQ

Healthcare Options for Federal Civilian Employees—Federal Employee Health Benefit (FEHB)

- DoD to Pay FEHB Premiums for DoD Federal Civilian Employees Called to Active Duty in Support of a Contingency Operation
 - → Civilian Personnel Policy Memorandum of May 17, 2002
 - **→ Washington Headquarters Services Memorandum of June 3, 2002**

DENTAL BENEFITS

TRICARE Dental Program (TDP)

- TDP Information
- <u>United Concordia</u> TDP Contractor
- TDP Benefits Booklet
- Find a Dentist
- <u>Dental benefits</u> FAQ

DISABILITY

Incapacitation and Disability — **DoD Instruction**

Incapacitation and Disability — FAQ

MEDICAL READINESS

Pre Deployment Health Assessment

• <u>DD Form 2795</u> — Pre Deployment Health Assessment

Post Deployment Health Assessment

- DD Form 2796 Post Deployment Health Assessment
- DD Form 2697 Report of Medical Assessment

Post Deployment Healthcare

Medical readiness — FAQ

Vaccine Healthcare Centers Network

A collaboration between the Center for Disease Control and the Department of Defense (lead agency for DoD: Walter Reed Army Medical Center)

TRANSITION HEALTHCARE

Note: For the period November 6, 2003 through December 31, 2004, the period of eligibility for transitional health care is <u>180 days</u>, vice 60 or 120 days.

Transition Healthcare — <u>Statutory Authority for Members</u>

Transition Healthcare — <u>Demonstration Project for Dependents</u>

Transition Healthcare — Letter to Members and Benefits Guide

Transition Healthcare — <u>Eligibility and Benefits Guide</u>

Transition Healthcare Brochure

<u>Certificate of Creditable Coverage</u> for healthcare

A certificate that your insurance company may require when you request reinstatement under your employer-sponsored or personal health insurance policy.

RETURNING HOME

Homecoming—Assistance to ease the transition

- **Coping** with the stress of homecoming
- Resilience in time of war
- Tips for parents of <u>pre-school children</u>
- Tips for parents of elementary school children
- Tips for parents of middle school children
- Tips for parents of **teenagers**
- Resilience for <u>teens</u>
- Homecoming: Resilience after wartime

Warning Signs of Violence—Helping youth identify and cope with violence

VA HEALTHCARE

VA Healthcare of Combat Veterans

- VA Directive
- News Release
- Combat Vet Information
- Frequently Asked Questions and Answers

VA Study of War-Related Illnesses

- Home Page
- Broacher

REEMPLOYMENT & STUDENTS

REEMPLOYMENT

Reemployment Rights

Uniformed Services Employment and Reemployment Rights Act (USERRA)

- The Law
- Employment Law Guide for Uniformed Service Members
- <u>Department of Labor</u> Job Rights for Reservists Fact Sheet
- Employee Benefits Pension and Healthcare Coverage
- Fact Sheet and Frequently Asked Questions for Employers and Employees
- Tips for Employees and Commanders
- <u>Tips for Employers</u>
- NCESGR Ombudsman Services and the Law
- Non-Technical Resource Guide to USERRA from the Department of Labor
- Answers to <u>Employee and Employer Issues</u>
- Army Legal Services Click on "Reserve Components"
- Frequently Asked Questions
- Army <u>Legal Services</u> also answers questions
 - Just click on "Reserve Components" then USERRA FAQs

STUDENTS

Assistance for Student-Reservists

- Information for student-reservists
- Assistance available through the **Servicemembers Opportunity Colleges**
- Department of Education Letter <u>Loan Relief for Military Personnel</u> Called to Active Duty
- Department of Education Relief for Borrower of Student Loans
- Department of Education <u>Institutional Reporting Deadlines</u>
- Department of Education Treatment of Student Loans for Mobilized Reservists
- Treatment of Student Loans Federal Register
- American Council on Education letter
- American Association of State Colleges and Universities letter to Colleagues
- Student Loan Fact Sheet

LEGAL & FINANCIAL ASSISTANCE

LEGAL ASSISTANCE

Legal Services Information

- An Army site, but the information applies to all service members and their families.
- Once in the site, just click on any of the topics listed below to find a wealth of information.
 - Consumer & Contract Matters:
 - **Estate Planning:**
 - Family Law Matters:
 - Housing & Real Estate:
 - Immigration:
 - Insurance:
 - Landlord & Tenant:
 - Military Matters:
 - Money Matters:
 - Reserve Components:
 - Servicemembers Civil Relief Act:
 - Pax:
 - Veterans:
 - **Voting:**
 - Miscellaneous:

FINANCIAL ASSISTANCE

<u>Financial Guide</u> — Army National Guard Guide for Mobilized Soldiers

Financial Aid

Assistance for Small Business Owners

- Small Business Administration (SBA) Disaster Assistance
- Military Reservist Economic Injury Loans from the SBA
- Senator Kerry's letter to <u>Small Business Owners</u>

Servicemembers Civil Relief Act (SCRA)

(Formerly the Soldiers' and Sailor's Civil Relief Act (SSCRA))

- Army Legal Services Click on "Servicemembers' Civil Relief Act"
- Public Law 108-189 Servicemembers Civil Relief Act
- <u>SCRA</u>
- SSCRA-SCRA Crosswalk
- SCRA News Article

School Lunch Program

Child Support Information by State

FAMILY READINESS

FAMILY READINESS

Child Support — Information from Various States

<u>Children</u> — A guide for helping children with a parent or parents who serve in the military

Deployment Information—Members, Spouse & Children, Families & Friends

Family Readiness Brochure

Family Support Toolkit

- Budget & Financial Management
- Child care
- Communication
- Elder care
- Emergency Information Worksheet
- Estates Planning/Wills
- Family Readiness Checklist
- Family care plan
- Health Care/DEERS enrollment
- Important documents
- Legal Affairs

- Pay and Benefits
- Power of Attorney
- Pre-deployment Check List

Guide to Reserve Family Benefits

Help Guide to Guard & Reserve Family Readiness

Homecoming—Assistance to ease the transition

- **Coping** with the stress of homecoming
- Resilience in time of war
- Tips for parents of <u>pre-school children</u>
- Tips for parents of elementary school children
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- Tips for parents of <u>teenagers</u>
- Resilience for <u>teens</u>
- Homecoming: Resilience after wartime

Military Departments Family Readiness Information

- ARMY <u>Army Families Online</u>
- NAVY / MARINE CORPS <u>LifeLines</u>
- AIR FORCE <u>Crossroads</u>
- 1-800 Contact Numbers

Support for the member and family — Frequently Asked Questions (FAQ)

Warning Signs of Violence—Helping youth identify and cope with violence

DEMOBILIZATION & TRANSITION BENEFITS

DEMOBILIZATION

Personnel Policy Guidance

Personnel and Pay Policy Addendum memo of July 19, 2002

Provides additional guidance for proactively managing Reserve Component Members identified for mobilization and demobilization

TRANSITION ASSISTANCE

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- Tips for parents of teenagers
- Resilience for <u>teens</u>
- Homecoming: <u>Resilience after wartime</u>

Leave Options

Leave for Returning Federal Civilian Employees

Transition Assistance Program

- DoD Transition Assistance Program Portal
- Preseparation <u>Guide</u>

Unemployment Insurance

- General Facts
- About Unemployment Insurance
- Unemployment Compensation for <u>Service Members</u>
- Find Your <u>State</u>

Warning Signs of Violence—Helping youth identify and cope with violence

REEMPLOYMENT

Return to Civilian Employment

Reemployment Rights

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SMALL BUSINESS OWNERS

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- Senator Kerry's letter to **Small Business Owners**
- Small Business Administration (SBA) Disaster Assistance

HEALTHCARE

Certificate of Creditable Coverage for healthcare

A certificate that your insurance company may require when you request reinstatement under your employer-sponsored or personal health insurance policy.

Post Deployment Health Assessment

- <u>DD Form 2796</u> Post Deployment Health Assessment
- <u>DD Form 2697</u> Report of Medical Assessment

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- Statutory Authority for Members
- Transition Healthcare **Brochure**

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VA Environmental Agents Service

VA BENEFITS

Federal Benefits for Veterans and Dependents

Benefits for Veterans of Enduring Freedom/Iraqi Freedom and Other Theaters of Operation

VA Benefits For Guard and Reserve Members

VA Benefits Timetable

VA Benefits for Surviving Spouse

VA Benefits — <u>Afghanistan Veterans</u>

VA Benefits — <u>Iraqi Veterans</u>

VA Compensation and Pension Benefits

USEFUL LINKS

USEFUL LINKS

Department of Defense

Military Services

Assistance from Service and Other Organizations

Reserve Components

Other Federal Government Links

Calculate Benefits

Reserve Associations